



ALAMEDA RECREATION AND PARK DEPARTMENT
2226 Santa Clara Avenue, Alameda, CA 94501 - (510) 747-7529/FAX - (510) 523-4071

RECREATION LEADER APPLICATION - SUMMER 2012

(Please write legibly)

NAME: _____ DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

HOME PHONE: (_____) _____ CELL PHONE: (_____) _____

E-MAIL ADDRESS _____

POSITION APPLYING FOR? _____

NOTE: ALL PERSONS UNDER 18 YEARS OF AGE MUST SUBMIT A WORK PERMIT IF HIRED

ARE YOU 16 YEARS OF AGE OR OLDER?YES _____ NO _____

IF NOT, WILL YOU BE 16 YEARS OF AGE BY TIME OF APPOINTMENT?YES _____ NO _____

ARE YOU 18 YEARS OF AGE OR OLDER?YES _____ NO _____

IF NOT, WILL YOU BE 18 YEARS OF AGE BY TIME OF APPOINTMENT?YES _____ NO _____

DRIVER'S LICENSE NUMBER: _____ STATE ISSUED: _____ EXP. DATE: _____

DO YOU HAVE: STANDARD FIRST AID CARD? YES _____ NO _____ IF YES, EXP. DATE _____

CPR CARD? YES _____ NO _____ IF YES, EXP. DATE _____

NEGATIVE T.B. TEST? YES _____ NO _____ IF YES, DATE OF TEST: _____

IN CASE OF AN EMERGENCY, CONTACT _____ RELATIONSHIP _____

HOME PHONE (_____) _____ CELL PHONE (_____) _____

**IF YOUR ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS "YES",
GIVE DETAILS. (A "Yes" answer will not automatically disqualify you.)**

REMARKS
(Attach a separate sheet if needed):

*Have you, since age 18, been convicted of a violation of the law?
(Do not include traffic under \$400. A fingerprint check will be made.)*

YES _____ NO _____

Have you ever been discharged or forced to resign from employment?

YES _____ NO _____

EDUCATION

CIRCLE HIGHEST YEAR COMPLETED BY JULY OF THIS SCHOOL YEAR: 9 10 11 12

NAME OF HIGH SCHOOL _____ LOCATION: _____

DID YOU GRADUATE FROM HIGH SCHOOL? YES _____ NO _____ G.E.D. _____

COLLEGE, BUSINESS OR TRADE SCHOOL ATTENDED	ATTENDANCE DATES		MAJOR SUBJECTS	UNITS COMPLETED	DEGREE & YEAR
	FROM	TO			

LIST COURSES RELATED TO RECREATION AND CAMPING _____

JOB EXPERIENCE - PAID AND/OR VOLUNTEER

NAME OF EMPLOYER AND/OR VOLUNTEER ORGANIZATION	DATES		TITLE	DUTIES	SUPERVISOR'S NAME & PHONE #
	FROM	TO			

(Over)

REFERENCES - Give names of two persons not related to you whom you have known at least 2 years			
NAME	RELATIONSHIP	PHONE	YEARS KNOWN

OTHER EXPERIENCE - SCOUTS, SOCIAL, SCHOOL ACTIVITIES

1. _____
2. _____
3. _____

WORK AVAILABILITY FOR RECREATION LEADER APPLICANTS (Please check):			
All Recreation Leaders are expected to attend In-Service Training, assigned staff meetings and work assigned hours, recognizing that recreation work has irregular hours and some last minute assignments.			
<u>SUMMER - JUNE THROUGH AUGUST:</u>			
_____ PARKS & PLAYGROUND PROGRAM/ WORLD OF WONDER (WOW) PROGRAM	Monday through Friday Saturday	7:00 a.m. - 5:45 p.m. 12:00 noon - 5:00 p.m.	
_____ TEEN PROGRAM	Monday through Friday	7:00 a.m. - 5:45 p.m.	
_____ TENDERFOOT DAY CAMP	Monday through Friday Monday through Friday	8:30 a.m. – 12:30 p.m. OR 9:00 a.m. - 1:00 p.m.	
PLEASE LIST ANY SCHEDULING ISSUES YOU MAY HAVE (School Classes, Other Jobs, etc.) _____			
SPORTS EXPERIENCE _____			
LIST ARTS, CRAFTS, DRAMA AND/OR DANCE EXPERIENCE _____			
PERSONAL RECREATIONAL ACTIVITIES _____			
BRIEFLY GIVE YOUR IDEAS OF A RECREATION LEADER'S DUTIES: _____			

FOR SUMMER APPLICANTS:

If you are currently attending school, please list the date of your Spring Break and/or dates and times you will be most available for an interview: _____

I hereby certify that all statements made in this application are, to the best of my knowledge, true and complete and that any misstatements of natural facts will subject me to disqualification or dismissal.

Signature _____ **Date** _____